



# THE K.C.P. LIMITED

CIN: L65991TN1941PLC001128

Registered Office: "Ramakrishna Buildings", 2, Dr. P.V.Chcrian Crescent, Egmore, Chennai - 600 008. Ph: 66772600, Fax: 66772620  
[www.kcp.co.in](http://www.kcp.co.in), E-mail: [investor@kcp.co.in](mailto:investor@kcp.co.in)

## NOTICE TO SHAREHOLDERS

Members are hereby informed that pursuant to Section 110 of the Companies Act, 2013 read with Rule 22 of the Companies (Management and Administration) Rules, 2014 as amended and Regulation 44 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 the Company has:

1. Completed the dispatch of Notice of Postal Ballot along with Postal Ballot form and a self addressed reply envelop (postage prepaid) through permitted mode on Thursday, 3rd May, 2018 to all those shareholders whose name appears in register of members of the company or register of beneficial owners maintained by Depositories as on Friday, 27th April, 2018 in relation to Resolution seeking Members' consent for Appointment of Sri. Ravi Chitturi as Chief Operating Officer (to office or place of profit).

A person who is not a Member on that date should accordingly treat the Postal Ballot Notice as for information purposes only.

2. The Company has engaged the services of National Securities Depository Limited (NSDL) for the purpose of providing e-voting facility to all its members. Members are requested to note that the voting, both Postal Ballot and e-voting shall commence from Thursday 3rd May 2018 (9.00 am, IST) and shall end on Saturday 2nd June 2018 (5.00 pm IST).

3. Notice and Postal Ballot forms are available on website of the company; Shareholders who do not have received postal ballot form may download from company website [www.kcp.co.in](http://www.kcp.co.in) and can also mail their request for duplicate postal ballot forms at [vijaycs@kcp.co.in](mailto:vijaycs@kcp.co.in)

4. The Board of Director of the Company has appointed Sri. R. Balasubramaniam, Practicing Company Secretary (FCS: 2397), as Scrutinizer for conducting the Postal Ballot / e-voting process.

5. Members are requested to note that the postal ballot form duly completed and signed should reach the Scrutinizer not later than by 5.00 p.m. (IST) on Saturday, 2nd June, 2018, all postal ballot forms received after the said date will be treated as if reply from such Members has not been received and the results will be declared on or before Wednesday, 6th June, 2018 and the results declared along with the scrutinizer's report will be placed on the Company's website [www.kcp.co.in](http://www.kcp.co.in) and communicated on the same day to the Stock Exchanges.

6. In case of any queries you may refer the Frequently Asked Questions (FAQs) for Shareholders and e-Voting user manual for Shareholders available at the "downloads" section of <https://www.evoting.nsdl.com> or contact NSDL by email at [evoting@nsdl.co.in](mailto:evoting@nsdl.co.in) or call on: 1800 222 990.

**FOR THE K.C.P. LIMITED**  
**KAVITHA D CHITTURI**  
**Joint Managing Director**

Place : Chennai  
Date : 03.05.2018